

# ***OPERATING RULES OF THE LOS ANGELES COUNTY COMMISSION FOR WOMEN***

## **ROTATION OF CHAIR**

In the Absence of the President and Vice-President, and Treasurer, regular meetings will be convened and presided over by alphabetical order of those Commissioners present. District community meetings (Town Hall) will be run at the discretion of Commissioners from the district in which the meeting is held.

## **ABSENCE**

It is the duty of each Commissioner to inform staff when unable to attend a meeting.

## **MEETING TIME**

Meetings shall be convened promptly at 10:00 a.m. When a quorum is not present, the order of the agenda will be altered to begin with items which do not require action by the Commission.

Meetings shall adjourn before 12:30 p.m.

## **ORDER OF MEETINGS**

1. Order of agenda: Roll Call, Introduction of Visitor(s), Approval of the Minutes, President's Report, Staff Report, Treasurer's Report, Special Reports of guests invited to make presentations, Commission business, Committee Reports, Public Comment, Community Outreach/Announcements, and Matters not on the Posted Agenda.
2. Items affecting County departments will be set followed by Treasurer's Report. County employees shall notify the Commission In advance on any issue they wish to appear on the agenda.
3. Presentations shall be limited to 15 minutes including questions/answers.
4. Matters which do not appear on the agenda may not be acted upon by the Commission unless it is an emergency matter. (An emergency matter is defined as one with a time limit shorter than the next regular meeting.)
5. Order of meetings: Minutes of the previous meeting and agenda of the upcoming meeting should be sent via mail, fax, an electronic mail, or an overnight mail (3 working days) to Commissioners no later than the week before the coming meeting. Whenever possible, an explanation of agenda items shall accompany the notification. Absent Commissioners shall receive all material distributed at meetings.

on the agenda. If placed, the agenda will indicate when the documentation will be available.

6. Participation of visitors: Visitors are encouraged to attend Commission meetings and to observe the proceedings. Only Commissioners, staff and speakers sit at the conference table and participate in the discussion, but visitors may comment or make remarks when called upon by the President.
7. It shall be the policy of this Commission that no Commissioner will engage in a personal attack in public on any other member of this Commission. There are, and will continue to be, differences of opinion on the myriad of issues the Commission considers and that is as it should be and reflects differences among the millions of women this Commission represents. However, no personal attacks in public will be countenanced and such behavior will be subject to censure by the Commission.

## **AGENDA FORMULATION**

1. Items may be placed on the agenda in the following manner:
  - a. By order of the Commission, documented in the Minutes.
  - b. By advance request of a person, an organization *or County Departments* with the approval of the President.
  - c. By advance request of a Commissioner, with the approval of the President.
  - d. *By order of the Board of Supervisors*
2. Wherever possible, agenda items shall be presented with documentation when sent.
3. Matters which do not appear on the agenda may not be acted upon by the Commission unless it is an emergency matter. An emergency matter shall be defined as one with a time limit shorter than the next regular meeting.

## **AGENDA DEADLINE**

All requests requiring the Commission's action must be submitted 10 days prior to the scheduled meeting. Support documentation must be available at time of sending (7 days prior to the meeting). When an emergency situation exists and documentation is not available at the time the agenda is sent, the President will determine if the item will be placed

## **SUPPORT DOCUMENTATION**

Support documents must include complete information and supporting facts to enable the Commission to make an informed decision. In the oral presentation, presenters must be

prepared to address the following questions:

- What and why certain action is recommended to the Commission? Were any alternative programs/concepts considered and, if so, what were they?
- What are the facts/details of the recommended action, how will the action affect women/the public/the County; was the recommended action communicated to affected parties and what was their response?
- How much will the recommended action cost, save or generate in revenue?
- Where will the money come from to finance the recommended action or if revenue is being generated, for what will the revenue be used?
- Why should the Commission approve the recommended action? What will be the consequences if approval is not given?
- Is there anything else the Commission needs to know in order to make an informed decision on the recommended action?

These questions are not intended to be exhaustive. The presenter(s) should provide as much information as possible to substantiate their recommendations. They must be thorough, credible and convincing in presenting their programs/issues for the Commission's consideration of support.

All requests for funds must follow the Commission's guideline: Awards (Trust) Fund Budget Criteria and Spending Plan, item 7.

## **REPRESENTATION**

When speaking in public, Commissioners shall make it clear whether statements reflect individual or Commission positions.

When members officially represent the Commission, they shall report to the Commission at the next meeting.

The Commission shall be informed of all standing and short-term representation by Commissioners to outside groups relating to Commission concerns.

## **GROUND RULES**

Commissioners are encouraged to adhere to the following ground rules:

- We will behave according the Commission's Values: Diversity, Respect, Collaboration, Knowledge, Model, Empowerments, and Equity.
- We will be courteous to each other and respect each other's views and concerns.

- We will not interrupt when someone is talking.
- We will not make personal gestures or leave the room when a member is speaking.
- We will not be rude to each other or to our guests even if we disagree with their views.
- There will not be any side conversations during meetings.
- Members are to speak on a topic only once until everyone who wishes to speak on that topic has spoken.

### **ACTIVITY OF STAFF**

Staff shall report on all activities at each meeting. The report shall include a summary of calls, complaints and correspondence.

### **CORRESPONDENCE**

Commission letterhead shall be used only for authorized business. Individual Commissioners may use letterhead for Commission/Committee related matters. All correspondence shall be directed through the Commission office, except as designated by the Commission or in the course of approved work programs of the Commission, i.e., task force chairpersons. Copies shall be sent immediately to the office if not prepared by the staff.

Individual Commissioners may use letterhead for Commission/Committee related matters. Letterhead may not be used to:

1. Correspond with legislators advocating a position on proposed or pending legislation.
2. Correspond with persons campaigning for elective office.
3. Imply Commission policy or action when none exists.

When letterhead is used for the purpose of expressing the writers opinion, the content of the letter must clearly indicate that it is in the opinion of the writer and in no way reflects the Commission or County policy.

### **PUBLICITY**

Releases to the press and other mass media issued in the name of the Commission shall be coordinated through the Communication Committee and Commission office.

### **PUBLIC DOCUMENTS**

At no time shall Commission materials be removed from Commission Office.

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**Adopted 11/22/99**  
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